



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMEU-LOD

APR 12 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Fuel Facility Management Standard Operating Procedures

1. References.
 - a. AR 710-2, Paragraph 2-36 through 2-39 and Appendixes C, D, E, Supply Policy Below the National Level.
 - b. DA Pam 710-2-2, Chapter 25, Supply Support Activity Supply System: Manual Procedures.
 - c. DA Pam 710-2-1, Chapter 12, Using Unit Supply System (Manual Procedures).
 - d. AR 735-5, Policies and Procedures for Property Accountability.
 - e. DoD Manual 4140.25M, DoD Management of Bulk Petroleum Products, Natural Gas, and Coal.
 - f. MIL Handbook 1022A, Petroleum Fuel Facilities.
 - g. Defense Energy Support Center (DESC) fuel facilities Maintenance, Repair and Environmental (MR&E) Program Guide.
2. The enclosed Fuel Facility Management Standard Operating Procedures (SOP provides guidance and establishes procedures on operating IMA-E garrison fuel facilities. Although it is not an all inclusive document it clarifies regulatory requirements and provides standardized procedures for DOLs and DPWs. The SOP also provides guidance on complete funding of capitalized fuel facility maintenance, repair, environmental, and construction projects.
3. All Garrison Commanders should ensure your managers utilize this SOP to support the DOL management of your garrison fuel facility operations.
4. The POC for more information is Michael A. MacInerney, IMA-E Logistics Division, at DSN 370-8912 or email michael.macinerney@us.army.mil.


RUSSELL B. HALL
Director

DISTRIBUTION:
ASG Deputy Commanders
IMA-E Engineer and Logistics Division Chief
All garrison DOLs and DPWs



INSTALLATION MANAGEMENT AGENCY EUROPE (IMA-E) FUEL FACILITY MANAGEMENT STANDARD OPERATING PROCEDURES (SOP)

1 April 2005

For the Director:

Official:

Summary. This SOP provides guidance and direction to Garrisons in management of all BASOPS fuel facilities. It provides procedures for capitalization of fuel facilities to become eligible for full funding of all maintenance, repair and environmental compliance from the Defense Energy Support Center (DESC). Outlined in this SOP are the procedures to submit projects for DESC under the Maintenance, Repair and Environmental (MR&E) program for DESC funding. This SOP should be utilized along side the applicable regulatory guidance and the comprehensive fuel facility operating manual provided by DESC under a previous contract.

Applicability. This guidance applies all Garrisons within IMA-E.

Effective Date. This SOP is effective starting on 1 April 2005.

Suggestions Improvements. The proponent of this guidance is the IMA-E Logistics Division, (IMEU-LOD-M, 370-8912).

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1. GENERAL

This Standard Operating Procedure (SOP) provides guidance and procedures in fuel facility management and related petroleum product management. This SOP is meant to support the governing regulations for Army owned fuel facilities holding non-capitalized fuel and Army owned fuel facilities holding capitalized fuel referred to as Defense Fuel Support Points (DFSP).

Management of fuel at Army fuel facilities is accomplished based upon the ownership of the fuel. If the fuel is Army-owned, Army directives (e.g., AR 710-2 and DA Pam 710-2-1) apply; if the fuel is DESC owned, DESC directives (e.g., DOD 4140.25M and FAS Base Level Users' Guide) apply. Differences exist between the directives such as the respective allowable loss percentages for reporting of product inventory and in record keeping requirements. DFSP facilities remain Army real property and operational level support and management remain the Army responsibility to fund and administer. The funding source for DFSP facility support above operational level follows DoD and DESC Directives. DFSP facilities must utilize the DoD Standard for Automatic Tank Gauging/leak detection (ATG) and Automated Fuel Service Station (AFSS) systems for transaction data collection, which are part of a centralized petroleum management program funded and managed by DESC. The Fuel Automated System (FAS) users guide is used to manage fuel at DFSP.

2. REFERENCES

- a. Defense Fuel Automated Management System (DFAMS) Supplemental Instruction, U.S. Army Capitalization Process, May 2001
- b. AR 710-2, Supply Policy Below the National Level.
- c. AR 735-5, Policies and Procedures for Property Accountability.
- d. DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures
- e. DOD Manual 4140.25M, DOD Energy Management Policy.
- f. MIL-HDBK-1022A, Petroleum Fuel Facilities.
- g. Defense Energy Support Center (DESC) Maintenance, Repair & Environmental (MR&E) Projects Guidance.
- h. Fuel Automated System (FAS) Users Guide.

3. RESPONSIBILITIES

- a. IMA-E Logistics Division. Provide program oversight for management of IMA-E fuel facilities in the Garrisons. Based on the requirements, DESC develops schedules for review of all Garrison requests for fuel facility MR&E, MC, and MILCON. IMA-E Logistics Division provides oversight within IMA-E and coordinates all fuel facility management actions between the Garrisons and DESC, EUD and the 200th Theater Distribution Branch (TDB) PMD.
- b. IMA-E Engineer Division. Serve as the IMA-E engineering and environmental functional expert for fuel facility management including MR&E and MC projects. The Engineer Division participates in review of all fuel facility MR&E, MC, and MILCON requests as a member of the IMA-E review board.
- c. Garrison Directorate of Logistics (DOL). Fuel support is a logistics function conducted by the DOL. The Garrison DOL must ensure there is a fuel facility manager assigned that is competent in fuel facility procedures and operations. The fuel facility manager is the individual who identifies problems and notifies appropriate DOL and DPW personnel for assistance in resolving spills, environmental issues, mechanical issues, and other operational problems. The DOL provides day to day management of the facilities, plans for MR&E submissions, develops plans to support the community in the future through the MC and fuels MILCON programs, and supports all environmental requirements of DOD and the Host Nation. All repair and construction requirements are developed through the DOL fuel manager and are the basis for development of the DD Form 1391, Military Construction Project Data.

After the draft DD Form 1391 is reviewed by DPW and DOL the Garrison DPW forwards the draft through the parent Garrison to the European District (EUD) Corps of Engineers office in Wiesbaden.

d. Garrison Directorate of Public Works (DPW). Serve as the Garrison engineering and environmental functional expert for fuel facility management including MR&E, MC, and MILCON projects. The DPW must support the DOL with development of draft DD Form 1391 based on the requirements submitted by the DOL fuel facility manager. The DPW and DOL jointly review the DD Form 1391 to ensure it is accurate and meets the requirements of DESC as well as reflects the requirements identified for the fuel facilities. After the draft DD Form 1391 is reviewed by the DPW and DOL the Garrison DPW forwards the draft to the Europe District (EUD) Corps of Engineer office in Wiesbaden. The EUD (or the current support for IMA-E fuel project development) develops a final DD Form 1391 that meets DESC requirements based on the program of funding.

e. Program Manager for IMA-E Garrison Defense Energy Support Center (DESC) maintenance and construction projects. The Europe District (EUD) Corps of Engineer is the current support for IMA-E fuel project DD Form 1391 development. The program manager accepts all draft DD Form 1391s for fuel facility MR&E, MC, or MILCON from the IMA-E Garrisons and develops a final DD Form 1391 that satisfies DESC submission requirements. When the DD Form 1391 is completed, forwarded it to the IMA-E Logistics Division for review at the annual review board.

4. IMA-E FUEL FACILITY MANAGEMENT

a. General.

(1) Management of IMA-E fuel facilities is focused on providing bulk and retail pump fixed facility fuel support to authorized customers in the Garrison AOR. Customers include tactical and non-tactical organizations. Management of the facilities includes responsibility for all equipment and structures, environmental compliance, fuel accountability, development of maintenance repair and environmental (MR&E) requirements, minor construction (MC) requests, and development of fuel military construction (MILCON) requirements for the future. The costs of operations and organizational maintenance of a Government Owned and Government Operated (GOGO) facility will not be funded by DESC. Broadly speaking this would include personnel cost, housekeeping (grease valves, replace gaskets, cleaning and maintaining equipment, etc.) grounds maintenance and related supplies. Operations and organizational maintenance are the responsibility of the Army and must be budgeted for and funded by Army. DESC, however, will fund for repair or replacement of component parts of systems, where economical justification is provided.

(2) The Garrisons must ensure all fuel facilities are DFSP sites eligible for funding as outlined in paragraph 4.c. The Garrison Commander must review all fuel facilities in the Garrison AOR to ensure facilities that are not capitalized DFSP sites are either in the process of requesting capitalization or provide a request to the IMA-E Logistics Division to retain the facility based on extenuating mission needs. The Army bears the full cost of all maintenance, repair and environmental compliance on all fuel facilities not capitalized.

(3) Fuel facilities that are capitalized DFSP sites are still Army property. The Army organization is still responsible for all maintenance, repair, environmental compliance and construction planning and management. As a DFSP facility the Army organization can apply to receive funding for most of the requirements to maintain and repair the fuel facility. The Army still must fund costs for every day maintenance and upkeep required to keep the pumps, tanks, and other areas of the facilities functioning properly.

b. Spill Reporting. DESC's policy is that the services must act aggressively to clean up spills immediately utilizing the services/installation funds. Upon review, DESC will provide funding for the response/cleanup efforts for spills of DLA/DESC-owned product that occur after 1 October, 1992 (1

October, 1995 for Phase II b facilities). The stipulation for the reimbursement is that the service must submit a spill report to the USAPC and CC DESC at the time of the spill, otherwise the spill is not eligible for reimbursement.

c. Management of Capitalized Fuel Facility Projects and Funding

(1) All capitalized fuel facility projects are designed, awarded, and managed by the Europe District (EUD) Corps of Engineers DESC program manager. IMA-E may select any qualified organization to provide this service. Each Garrison DPW and DOL must jointly provide oversight on fuel facility projects within their Garrison. The DOL must ensure that fuel support is provided to the customers and the DPW must ensure the requirements in the project are met by the contractor.

(2) The IMA-E MR&E panel determines the disposition of all funds for fuel facility projects. DESC provides funds for all approved DFSP projects. Funding for projects not under DESC are acquired by the IMA-E Engineer Division and managed by the project manager.

d. Fuel Facility Operating Manuals. All IMA-E Garrison fuel facilities must have the Operational Maintenance Support Information (OMSI) Manual on-site for each facility. This manual provides a comprehensive, organized library of data of as-built materials, equipment, and systems used as the first step in solving operational, maintenance, repair, or spill response problems. The Manual was developed by conducting site visits, interviewing knowledgeable site personnel, analyzing current facility conditions, and obtaining site specific facility information, operations/maintenance/repair information, and spill response procedures for each of the identified fuel facilities.

e. Fuel Keys.

(1) General. All DFSP fuel issues are accomplished through the use of an electronic fuel key assigned to each authorized piece of equipment. Fuel keys are controlled by the Responsible Officer (RO) or Accountable Officer (AO) appointed by the organization Commander. The 200th TBD PMD issues fuel keys to all authorized customers based on requests from the RO or AO.

(2) Master Fuel Key. The Responsible Officer (RO) and fuel facility manager maintain a master key, more commonly known as a utility key, to dispense fuel to organizations in small quantities and emergencies. The DPW equipment such as weed eaters, lawn mowers and similar small equipment usually take fuel from a 5-gallon container. The TMP managers/ROs are authorized to use a utility fuel key to fill the 5-gallon containers for use in fueling this type of equipment.

(3) Utility Fuel Key. In some situations the DPW may obtain authorization to receive a fuel utility key for a DFSP located within the DPW. The key must only be used for non-vehicle fueling of small equipment.

(4) Garrisons should submit all utility key requests through the IMA-E Logistics Division for approval before a key is issued from the 200th TDB PMD. The IMA-E Logistics Division jointly reviews all utility key requests from Garrisons (See Figure 4-3 and 4-4).

f. Guidance for Emergency Repair Service. The COR EUD is the program manager for the emergency repair and maintenance contract for IMA-E Garrison capitalized fuel facilities. It is important to follow the below procedures.

A task order is established specifically for Minor Emergency Repairs. This task order provides an allowance for the emergency call-out fee, site mobilization, and not to exceed costs for on-site labor and cost of materials.

The initial response from the fuel facility manager is to evaluate the situation and determine if the Contractor services are required. If the Contractor is required, the fuel facility must contact the US Army Corps of Engineers (USACE) Europe District (EUD) Program Manager (PM). If PM is not

available then contact individuals in the following sequence: The USACE Project Manager (PM), Ms. Grace Moreno or USACE Contracting Officer Representative (COR), Mr. Victor Ramos.

The COR requests the Contractor respond to the emergency call. **The USACE PM, or COR are the only persons that may direct the Contractor.** The Contractor provides emergency service twenty-four (24) hours per day, seven days per week. The Contractor shall respond to an emergency call made by the COR within twelve (12) hours of notification by the COR. The Contractor shall provide all personnel, equipment, tools, materials, supervision and all other services necessary to perform emergency services within the scope and allowance authorized under the order.

Upon arriving at the site, the Contractor shall take immediate action to assess the emergency situation and advise the PM of intended actions and anticipated costs. The Contractor shall complete such emergency services within seventy-two (72) hours after notification unless an extension is authorized in writing by the COR. When an emergency service is identified, it retains highest priority over any concurrent regular scheduled maintenance and repair work.

The Contractor shall submit its actual hours and costs for the emergency service to the PM within 14 days. This is utilized for invoice and tracking purposes by the PM and DESC. The Contractor shall provide documentation of repairs to the PM and the BSB POC within fourteen (14) days of completion of repair.

If repairs are required that exceed the authorized amount, the Contractor shall promptly notify the PM of estimated costs. The Contractor shall not proceed on the repair until necessary action is taken by the PM or COR to obtain additional funds, and the KO has signed a task order award. The POC list for emergency repairs is in table 4f-1 below.

POC As of 1 April 2005	Primary Phone	Alternate Phone	Email
Tammie Stouter Program Manager, USACE	DSN: 336-2443 Commercial: 0611 816 2443	Cell: 01622 341 942	Tammie.w.stouter@nau02.usace.army.mil
Grace Moreno Project Manager, USACE	DSN: 336-2493 Commercial: 0611 816 2493		Grace.a.moreno@nau02.usace.army.mil
Alexander Theissinger Project Manager Godtel & Theissinger	0630 892 110	Cell: 0170 576 5153	Goedtel-theissinger@t-online.de
Agnes Copeland KO, USACE	DSN: 336-2604 Commercial: 0611 816 2620		Agnes.p.copeland@nau02.usace.army.mil
Victor Ramos COR, USACE	DSN: 336-2424 Commercial: 0611 816 2424	Cell: 0160 533 9700	Victor.m.ramos@nau02.usace.army.mil
Gary Lacroix Chief, Environmental, USACE	DSN: 336-2400 Commercial: 0611 816 2400	Cell: 0160 531 4681	Gary.r.lacroix@nau02.usace.army.mil
Steve Stouter COR, USACE	DSN: 336-2430 Commercial: 0611 816 2430	Cell: 0160 531 4680	Stephen.d.stouter@nau02.usace.army.mil

TABLE 4F-1 USACE EUD EMERGENCY REPAIR POINT OF CONTACT LIST

g. Guidance for Recurring Annual Maintenance. Recurring annual maintenance of capitalized fuel facilities is provided by a DESC funded maintenance contract. POCs are the same as above in emergency repair service procedures.

5. FUEL ACCOUNTABILITY PROCEDURES

The RO is responsible for accountability of all fuel in the Garrison fuel facilities. Training is available from the 200th TDB PMD and DESC in automated and manual fuel accountability procedures. RO duties include the following –

- Review, monthly, the Fuels Automated System (FAS) Enterprise Server (FES) web page to ensure their perspective Garrison is only paying for fuel used in equipment within the ASG or BSB.
- Conduct an examination of DA Form 3643s from all master/utility key holders to verify quantities being reported on each form match the actual amount of fuel used for each key.
- Scan for other irregularities in fuel use, such as, fuel pumped for a vehicle or piece of equipment in excess of its storage capacity.
- Ensure that all fuel keys in their organization have been issued correctly.
- Contact 200th TDB PMD, DSN 469-7003, if necessary, to receive instructions for obtaining a user name and password to access the Web-Based system, FES Hub. Refer to the following link for website access, <https://www.feshub.desc.dla.mil/eHub/rulesofbehavior.htm?requestor=home.htm>.
- Complete and submit DD Form 2875, for FAS access, through the 200th TDB PMD. Send the form with any required background checks to the 200th TDB PMD by FAX at DSN: 469-7881. For more information on submission requirements telephone the 200th TDB PMD at DSN 469-7884.

6. ASSIGNING FUEL FACILITY MANAGERS

The Garrison DOL must assign a fuel facility manager to ensure facilities are properly maintained. The fuel facility manager must be trained and utilize the Operational Maintenance Support Information (OMSI) Manual on-site for each facility. Fuel facility manager duties include –

- Daily maintenance and cleaning.
- Escort and supervision of contractors providing maintenance.
- Escort of fuel deliveries.
- Completing manual issues and documenting these issues on DA Form 3643 (Daily Issues of Petroleum Products).
- Conducting facility inspections to identify any mechanical or environmental problems.
- Immediately reporting all mechanical and environmental problems to the appropriate Directorate of Public Works (DPW) POC and the DOL.

7. APPOINTING A RESPONSIBLE OFFICER (RO)

a. Capitalized Fuel Facilities. In accordance with (IAW) DoD Manual 4140.25-M, Volume II, Chapter 10, paragraphs B.2, Garrison Commanders with fuel facilities in custody of DLA-owned fuel shall appoint U.S. Government employees (military or civilian) proficient in fuel discipline/management functions as the Responsible Officer (RO) for care and safekeeping of government POL property (See Figure 4-1).

b. Foreign National Appointments. Civilian employees may include foreign national employees of the U.S. Army, in overseas areas when no military or U.S. DoD civilian employees are assigned, and when approved by the MACOM (IMA-E) or the command two levels above the organization for which the accountable officer (responsible officer) is appointed (See Figure 4-2). The memorandum appointing such officers is filed at their unit and a copy is provided to the IMA-E Logistics Division. The appointing office will promptly advise the IMA-E Logistics Division of the name, rank/grade, and phone number of the person appointed and the DFSPs assigned to that person for exercising duties outlined in DOD Manual 4140.25-M, Volume II, Chapter 10, paragraphs C.3.b. and C.3.c. ROs

perform accountable officer duties and are appointed IAW AR 735-5, paragraph 2-10. Appointment and assignment of RO may terminate only when another such officer is appointed and assigned to the DFSPs. **The RO at the Garrison DFSP shall:**

- Exercise care and safekeeping of DLA-owned product.
- Ensure the DLA 1884 Report is reported on time.
- Ensure accountable records/reports are maintained.
- Consolidate and validate all DA Form 3643 manual issues.
- Ensure that all receipts, issues, transfers, losses, adjustments, and physical inventories are properly documented and reported on time in DFAMS IAW instructions in volume V, appendix B of DOD Manual 4140.25-M.
- Each RO ensures all manual and automated records are properly maintained and validates these records with the 200th PMD monthly.
- Investigate/research operating-storage discrepancies and initiate/certify DD Form 1348-8 (Inventory Accounting Document) and DD Form 200 (Financial Liability Investigation of Property Loss), if needed, within 14 days after detection of gain or loss IAW guidance in DOD Manual 4140.25-M, Volume II, Chapter 10, subsections C.2. and C.3. and document intransit discrepancies with TDR (SF 361).

8. DESC CAPITALIZATION PROGRAM – DEFENSE FUEL SUPPORT POINT (DFSP) PHASE II PROGRAM

a. General. This paragraph provides the guidance and procedures for Garrison Commanders to designate eligible Garrison fuel-storage and distribution facilities in the European theater as defense fuel support points (DFSPs).

(1) IAW current DESC guidance the Garrison Commanders nominate all retail or wholesale fuel stocks eligible for Defense Energy Support Center (DESC) capitalization through the **IMA-E Fuel Facility Management Board**. After the USAPC and DESC approve the eligibility of the fuel, the facility is eligible for funding under the Phase II Program, MR&E program explained in paragraph 10 below. Garrison Commanders may submit projects for approval and funding through the Fuels maintenance, repair, and environmental (MR&E) Program for eligible MR&E and minor construction (MC) projects, automated state-of-the-art fuel facility equipment, and clean up of fuel spills. The DESC Fuels MR&E Program allows the Garrisons to—

(a) Compete at the USEUCOM level for available DLA funding for MR&E projects to maintain or improve nominated or capitalized fuel facilities.

(b) Centralize theater petroleum operations while using DLA funds for modernizing and maintaining its fuel facilities.

(2) The Defense Energy Support Center - Europe (DESC-EU), as the DESC overseas agent –

(a) Approves and processes funding requests for MR&E projects when appropriate.

(b) Provides customer assistance when requested. Customer assistance includes preliminary project reviews, periodic funding status updates, and site visits.

(c) Provides a nonvoting representative to the IMA-E MR&E board.

(3) The Joint Petroleum Office (JPO), HQ USEUCOM, compiles an annual theater MR&E and MC project list and submits the list through the DESC-EU to the DESC.

(4) The Director, United States Army Petroleum Center (USAPC), manages and oversees the Army in Europe DFSP Phase II Program and submits DFSP nominations to the DESC.

(5) The DESC distributes fuel stocks delivered to each DFSP. The DESC retains ownership of fuel stocks until they are issued to O&M account holders.

(6) Each Garrison maintains and is responsible for the operational control of each DFSP in the Garrison AOR.

(7) The Garrison Commander or designated representative must appoint a Responsible Officer (RO) for each DFSP. The RO controls and monitors fuel point transaction.

(8) When Garrison retail or wholesale fuel stocks are determined eligible for capitalization the facility is eligible to request DESC funds for routine, non-routine, and emergency MR&E projects.

b. Responsibilities.

(1) IMA-E Logistics Division. The Logistics Division will –

(a) Provide management oversight of the IMA-E DFSP MR&E program and fuel facilities management program.

(b) Send the IMA-E approved MR&E and MC project list to the JPO and the USAPC.

(c) Provide a representative to the IMA-E DFSP Phase II Program Board.

(d) Chair the IMA-E DFSP MR&E Program Board.

(e) Distribute information on the DFSP Phase II Program and MR&E program to the appropriate IMA-E activities.

(f) Verify project-site eligibility under the MR&E and MC programs.

(g) Submit the IMA-E MR&E and MC project list to the DESC-E after the IMA-E MR&E Program Board prioritization.

(h) Forward project packages to the DESC and the USAPC.

(i) Manage fuel-point-facility capitalization nominations. This includes—

- Providing information to Garrison Commanders on the selection of fuel and supporting facilities for nomination under the MR&E program.

- Verifying eligibility of nominated fuel facilities and submitting nominations to USAPC.

- Maintaining a current list of fuel facilities that have been capitalized or nominated for capitalization.

- Twice a year, or more as required, review the IMA-E fuel facility support mission for the USAREUR theater to determine additional or changing requirements that may fall under the MR&E and MC programs. This review is accomplished for the MR&E review board and the Fuels MILCON review board.

- Coordinating with the IMA-E Engineer Division on emergencies and environmental issues that fall under the MR&E and MC programs.

- Recommending MR&E or MC projects that improve facility operations.

- Providing logistic guidance on projects and advising Garrison personnel on the IMA-E DFSP Phase II and MR&E Program benefits.

(2) IMA-E Engineer Division. The Engineer Division will—

(a) Serve as the engineering and environmental functional expert for MR&E and MC projects.

(b) Insure Garrisons are submitting necessary MR&E projects to sustain, restore and modernize DFSP.

(c) Evaluate annual project submissions to ensure that annual recurring and other cyclic maintenance and environmental requirements are being submitted, approved and funded.

(d) Coordinate with the IMA-E Logistics Division to conduct annual project data calls with Garrison Commanders for proposed MR&E and MILCON projects.

(e) Support Garrison DPWs in prepare technical project packages and explain total package requirements.

(f) Participate in evaluation of Garrison completed project packages on the IMA-E Fuel Facility Management Board.

(3) Garrison Commanders. Garrison Commanders will –

(a) Identify and nominate all Garrison retail or wholesale fuel stocks eligible for Defense Energy Support Center (DESC) capitalization. Capitalization nominations are submitted to the IMA-E Logistics Division.

(b) Institute changes in operations and business practices to ensure fuel usage meet DESC nomination criteria and are nominated for DESC capitalization when possible.

(c) Insure necessary MR&E projects are being submitted to sustain, restore and modernize DFSP to include annual recurring and other cyclic maintenance and environmental requirements.

(d) Submit required MR&E project information identified in the IMA-E MR&E annual project data call by the specified date.

(e) Provide complete and comprehensive logistics justification for each project and clearly identify project cost, project necessity, and the effect on the mission, community, or operations based on project approval or disapproval.

(f) When applicable, a detailed list of the customer vehicle base supported by the facility is submitted with the justification. As a minimum, the list must include all vehicles and equipment supported by type or model, on-hand quantity, fuel-tank size, type of fuel consumed, and other data considered necessary to assess the validity of the project specifications. **This data is normally required when increasing storage capacity or increasing the number of pumps at a facility.**

(g) The Garrison DOL, in coordination with the Garrison Directorate of Public Works (DPW), is responsible for preparing the comprehensive logistics justification. Project submissions should include drawings, maps, photos, other visual aids, and applicable documentation.

(h) IMA-E projects compete for DESC funding at the USEUCOM level. All logistic and engineering aspects must be fully addressed if they are to compete successfully for DESC funding.

(i) Request DESC funding and manage DESC funds allocated for approved MR&E projects.

(j) Provide IMA-E emphasis on the MR&E program.

(k) Ensure that nominated sites are available for use 24 hours a day, 7 days a week. During non-duty hours, a sign should be posted at the site to advise customers whom they need to see to obtain access to the site.

(l) Oversee DESC-approved MR&E and MILCON projects to ensure completion in a timely manner.

(m) Ensure all Real Property records are updated and reflect funding source changes, i.e. coded for DLA Sustainment Restoration and Modernization (SRM) funding for DFSP.

(n) Maintain other related real property records, such as facility and utility drawings and related records required for Army Real Property tracking of costs, additions, demolitions or other changes.

(o) Notify the IMA-E Logistics Division, on issues that affect capitalized or nominated sites (for example, projected site closures, environmental damage, fuel spills, and emergency maintenance).

c. Capitalization Eligibility.

(1) Capitalization eligibility is based on specific criteria. DFSPs, however, may range in size and scope from a facility with one fuel tank to a large tank farm with varied capabilities and components. Only fixed, permanent facilities will be eligible for DESC Fuels Maintenance, Repair, Minor Construction and Environmental compliance costs funding. For the fuel to be eligible for capitalization and the facility designated as a DFSP, the fuel facility must—

(a) Store or distribute products purchased through DLA/DESC or plan to do so under the IMA-E DFSP Phase II Program.

(b) Storage capacity for the product proposed for capitalization should normally be 10,000 gallons or larger.

(c) The location must routinely sell to more than one billable customer DODAAC.

(2) Fuel facilities in motor pools and at those at isolated sites supporting only the host activity are not eligible.

(3) Nominated sites are provided DESC-funded AFSS equipment, automated tank gauging (ATG), and the FAS for DOD accountability. DESC also considers requests to provide funds for ATG for the additional, non-capitalized tanks near existing tanks.

d. Installation Management Agency Europe MR&E Program Board Panel. The IMA-E MR&E Program Board Panel (Table 8-D1) –

(1) Is chaired by the IMA-E Logistics Division, and has representatives from the Office of IMA-E Environmental, Facilities Engineering, Construction, and the DESC-EU.

(2) Resolves IMA-E MR&E Program issues.

(3) Reviews projects submitted for DESC funding to ensure they are consistent with IMA-E fuel facility mission goals and current petroleum-handling technology.

(4) Determines the priority of IMA-E projects each year and provides written justification for projects when necessary.

Table 8-D1 IMA-E DFSP Phase II Program Board Offices			
Organization	POC	Telephone (DSN)	Fax (DSN)
IMA-E Logistics Division (IMEU-LOD)	Michael A. MacInerney	370-8912	370-6295
IMA-E Operations and Maintenance (IMEU-PWD-O)	Roger Preciado	370-8196	
IMA-E Environmental (IMEU-PWD-E)		370-8125	
IMA-E Facilities Engineering (IMEU-PWD-F)		370-8284	
IMA-E Master Planning (IMEU-PWD-M)		370-8109	
USAREUR, G4, Supply and Services		370-7459	
DESC-EU for nominations.		338-7450	
Corps of Engineers Europe District	Tammie Stouter	336-2443	336-2458

e. Nomination for Capitalization. Table 8-D2 shows the IMA-E DFSP nomination process. Figure 4-5 provides the format.

(1) Garrison Commanders must submit DFSP nominations to the IMA-E Logistics Division. Fuel Facilities must meet eligibility requirements for capitalization upon submission. Nominations must state that the fuel facility meets DESC eligibility criteria.

(2) The Chief, IMA-E Logistics Division, will inform Garrison Commanders annually on the status of their nominations.

Table 8-D2 IMA-E DFSP Nomination Process	
Step	Action
1	Garrison Commanders submit DFSP nominations to the IMA-E Logistics Division by the published cut-off date.
2	The IMA-E verifies facility eligibility and forwards the list of eligible facilities to the USAPC.
3	The USAPC reviews and approves the list of nominated facilities, adds facilities to the Army master list, and forwards the list to the DESC for capitalization.
4	The DESC reviews nominated facilities, accepts or rejects facilities for capitalization, and advises the USAPC on the disposition
5	The USAPC reviews the DESC disposition decision and forwards it to the IMA-E.
6	The IMA-E forwards the DESC disposition decision to Garrison commanders and helps complete the capitalization

f. DFSP Project Eligibility: Project submission should follow Table 8-D3 below. The project must directly support the DLA bulk petroleum management mission and in addition, the following may be used as supporting documentation:

(1) The project is necessary to assure environmental compliance with Federal, state or local standards.

(2) The project is necessary to protect DLA-owned product from loss or contamination (e.g., fire protection systems, cleaning tanks, repair pipelines and tanks, etc.).

- (3) The project is of economic benefit to DoD or DLA/DESC (e.g., reduced tanker delay time).
- (4) The project is directed by DLA/DESC (e.g., tank conversion).
- (5) The project is necessary to meet minimum DLA/DESC inventory level requirements.

Table 8-D3 MR&E Project Submission	
Step	Action
1	The IMA-E Logistics Division gives a suspense to Garrison commanders to submit data for proposed MR&E and MC projects for review by the IMA-E board.
2	Garrison commanders gather data to determine projects and send proposed draft projects to EUD.
3	EUD completes the DD Form 1391s and sends the proposed projects to the IMA-E Logistics Division for review.
4	The IMA-E convenes the review board to verify facility eligibility and need for the project and places projects in priority order for the European theater.
5	IMA-E forwards proposed projects with supporting documentation to the DESC-EU for approval and funding, and gives copies of the projects and supporting documentation to the USAPC and EUCOM JPO.

9. GARRISON FIXED FUEL FACILITY SIZING SPECIFICATIONS

- a. Military Handbook 1022-A Section 7.3.2, Fuel Station Use and Capacity Requirements
 - Pumps: One Commercial type unit for every 100 vehicles assigned to the activity.
 - Storage Capacity: Twice the capacity of all assigned vehicle fuel tanks, by type of fuel.
 - Minimum Storage Requirement: Minimum storage capacity for any grade or type of fuel is 5,000 gallons (19,000 L) unless approved by Service Headquarters.
- b. Other Requirements from the Army Petroleum Center (APC)
 - Fuel: The fuel in the facility must be procured or eligible to be procured under a DESC bulk or post camp and station contract.
 - Fuel Turnover: DESC contracts have a minimum annual fuel usage requirements are 10,000 gallons CONUS and 20,000 gallons OCONUS.
- c. Customer Fuel Support:
 - The facility must routinely issue bulk or retail fuel to more than one Operation Maintenance Army (OMA) customer account.
 - The storage facility must be necessary for support of the petroleum mission.

10. MR&E AND MINOR CONSTRUCTION (MC) ELIGIBILITY REQUIREMENTS

- a. Project eligibility criteria.
 - (1) Only capitalized permanent facilities are eligible for DESC Fuels MR&E AND MC costs funding. Facilities must store or distribute DLA-owned product (or will in the future).
 - (2) The facilities must be currently capitalized or it has been proposed for capitalization under Phase IIB. *AND ONE OR MORE OF...*
 - (3) Provides economic benefit to U.S. Government.
 - (4) Initiated at DFSC request.
 - (5) Meets minimum DoD inventory level requirements.
 - (6) Protects product from loss or contamination.
 - (7) Assures environmental compliance.
- b. MR&E Ineligibility. Motor pool fuel facilities, National Guard facilities (where issues are primarily to the state account) and facilities on installations to be eliminated due to closure actions (BRAC) are not eligible for capitalization and MR&E funding.
- c. Submitting and funding fuel facility projects.
 - (1) The IMA-E Logistics Division provides guidance and direction to Garrisons on the MR&E program.

(2) Fuel facility projects on capitalized facilities are submitted through the MR&E or fuels MILCON programs.

(3) If approved, projects are funded by DESC.

(4) Each year the Army Petroleum Center (APC) publishes the MR&E data call instructions. This covers procedures to submit projects for funding consideration. This publication is available at the APC web page address http://usapc.army.mil/facilities_management/engineering/engineerpubs.asp on the Internet.

d. Classification of MR&E Projects. DESC funds projects under three categories in the MR&E program. Following are explanations of each classification.

(1) Construction:

- Erection, installation, or assembly of a real property facility
- Addition, expansion or extension to an existing real property facility
- 100% replacement
- The project will provide increased capacity, efficiency, or flexibility
- Conversion: Alteration of existing facilities for a different use
- Relocation of a facility from one site to another

(2) Repair:

- The restoration of a facility to such condition that it may be effectively used for its designated purpose
- Restoration or replacement of constituent parts
- Facility upgrades to comply with current environmental, safety, fire protection, and electrical codes

(3) Maintenance:

- Recurrent, day-to-day, periodic, or scheduled work required to prevent deterioration of a real property facility.
- As a general rule of thumb, maintenance does not involve the replacement of constituent parts of a facility to prevent or correct wear and tear, delaying replacement.
- Examples include tank coatings, pipeline painting, cleaning, and inspections.

11. DETERMINING CUSTOMER FUEL SUPPORT REQUIREMENTS

a. In Europe, convert all capacities to liters. Obtain training requirements from supported customer prior to start of fiscal year. Use the sample in table 9-D1 to compute fuel support planning requirements.

FUEL TYPE: JP8		
(A) Type of Vehicle	(B) Tank Capacity of one vehicle	Total Tank Capacity (A x B)
FUEL TYPE: MOGAS		
(A) Type of Vehicle	(B) Tank Capacity of one vehicle	Total Tank Capacity (A x B)
FUEL TYPE: OTHER (Identify Specific Fuel)		
(A) Type of Vehicle	(B) Tank Capacity of one vehicle	Total Tank Capacity (A x B)

TABLE 9-D1 SAMPLE FUEL SUPPORT PLANNING REQUIREMENTS

a. The Garrison fuel managers/RO should require customers to validate and consolidate fuel forecasts, including requirements for tactical and training exercises for all assigned units and forward requirements to the Garrison RO. This forecast identifies the fuel required from the Garrison DFSP. Requirements for training exercises are submitted at least 3 months in advance with the following information:

- Unit name.
- Date of exercise.
- Location.
- Type of fuels.
- Quantity.
- Mode of transportation (truck, railcar).
- Financial ceiling (MOI, LOI, MIPR) and project code.

12. REQUISITIONING BULK PETROLEUM

a. Establishing Accounts.

(1) Garrisons must submit a DA Form 1687 signed by the Responsible Officer (RO) and a copy of the RO appointment orders, which are required for authorization to order and receive fuel, to the 200th TDB Petroleum Management Division (PMD). The DA Form 1687 must state the type of support requested.

(2) On receipt of documentation in (1) above, the PMD issues a personal identification number (PIN) to the RO. The PIN is used to identify individuals authorized to place telephonic orders. This PIN must be handled as a secure item and is given only to individuals authorized by DA Form 1687 to order fuel. When the RO changes, a new PIN is issued on receipt of new appointment orders signed by the Garrison Commander.

(3) Customers requesting to pick up fuel from a Garrison DFSP must submit two copies of DA Form 1687 and a copy of Accountable Officer (AO) appointment orders to the supporting Garrison DFSP.

(4) The PMD external standing operating procedure (ESOP) provides more information on establishing bulk petroleum accounts.

b. Requesting Fuel.

(1) The Garrison fuel managers/RO should require customers to validate and consolidate fuel forecasts, including requirements for tactical and training exercises for all assigned units and forward requirements to the Garrison RO. This forecast identifies the fuel required from the Garrison DFSP. Requirements for training exercises are submitted at least 3 months in advance with the following information:

- (a) Unit name.
- (b) Date of exercise.
- (c) Location.
- (d) Type of fuels.
- (e) Quantity.
- (f) Mode of transportation (truck, railcar).
- (g) Financial ceiling (MOI, LOI, MIPR) and project code.

(2) Civilian deliveries of motor gasoline (MOGAS) and JP-8 are supplied by different methods. MOGAS is supplied through posts, camps, and stations (PC&S) contracts; JP-8 is supplied through DESC-EU.

(a) Send fuel orders by FAX to DSN: 469-7874 no less than 48 hours before the requested delivery date for JP-8 and no less than 5 workdays for MOGAS. Telephonic orders placed before 1000 hours are included in the current day order.

- (b) Only individuals authorized by DA Form 1687 will place fuel orders.
- (c) The minimum quantity of JP-8 that may be ordered is **6,000 gallons**. The minimum quantity of MOGAS that may be ordered is **determined by the PC&S contract**.
- (d) The information in table 13-B1 must be provided when placing orders. The PMD External SOP provides more information and form requirements for civilian deliveries.

Table 13-B1 Request for JP-8 and MOGAS Order	
Unit name:	
DODAAC: _____	PIN: _____
Document number (except for ASG customers): _____	
Type of fuel requested: _____	Amount of fuel requested: _____
POC name: _____	POC telephone number: _____
Mode of transportation (rail, truck): _____	
Delivery location: _____	
Required delivery date: _____	

(3) When receiving fuel delivered by truck, the fuel facility manager must ensure that the delivery truck is equipped with a calibrated meter. If the delivery truck cannot provide a meter ticket, the shipment is not accepted, and the PMD is notified immediately.

(4) Customers must send copies of the delivery documents in (a) through (e) below for civilian deliveries to the PMD by fax (DSN 469-7881) within 1 workday after delivery. The originals must be received at the PMD, 200th TSC TDB (AERLA-TDB-PM), Unit 27535, APO AE 09139 within 5 workdays after delivery.

- (a) Completed and signed top copy of DA Form 2765-1.
- (b) Vendor's ticket.
- (c) Meter ticket for MOGAS deliveries.
- (d) Central European (CE) Form 19 for JP-8 deliveries. (Available in the PMD ESOP)
- (e) Statement of tank gauging.

(5) When receiving fuel by railcar, customers must verify the quantity of fuel received according to AR 710-2. The PMD ESOP provides more information on receiving fuel by railcar. Customers must send copies of the delivery documents in (a) through (c) below for rail deliveries to the PMD by fax (DSN 469-7881) within 1 workday after delivery. The originals must be received at the PMD, 200th TDB (AERLA-TDB-PM), Unit 27535, APO AE 09139 within 5 workdays after delivery.

- (a) Completed and signed top copy of DA Form 2765-1.
- (b) Completed and signed DD Form 1348-2.
- (c) DD Form 1348-1A.
- (6) Shipments will not be accepted if any of the following apply:
 - (a) The fuel received is not the kind requested.
 - (b) There is rust in the railcar.
 - (c) The fuel does not meet product specifications.
 - (d) Fuel leaks from the railcar or truck require the immediate use of drip pans to prevent soil and water contamination.
 - (e) The tank-truck meter ticket cannot be provided for civilian MOGAS delivery.
 - (f) A civilian carrier fails to provide required documentation.
 - (g) There is evidence of wrongdoing on the part of the carrier, the CEPS depot, or the DFSP.

c. Fuel Turn-In. Customers must request an appointment by telephone through the PMD to turn in bulk fuel (DSN 469-7881). The PMD will coordinate a turn-in date and location with the DESC-EU and notify the customer.

(1) When turning in fuel, customers must submit a laboratory report indicating that a B2-type test has been performed on the fuel and that the fuel being turned in meets fuel specifications and DOD standards. The laboratory test report must not be older than 20 days on the day the fuel is turned in.

(2) DESC-EU approval is required to turn in more than 5,000 gallons of fuel. DFSPs that process bulk fuel turn-ins will carefully review the DD Form 1348-1A and the laboratory report for accuracy and completeness.

(3) ROs must not dispose of fuel without disposition instructions received from DESC through 200th TDB PMD.

d. **Discrepancy Reporting.** Customers are charged for the quantity reported on the issue document. Charges to the customer are corrected only if an investigation of the discrepancy supports the change. If the difference between the fuel shipped and the fuel delivered is more than 0.5 percent (the authorized transportation loss), the discrepancy is reported to the PMD immediately to conduct a timely investigation. The PMD verifies the discrepancy and sends a report to the DESC-EU for action.

(1) **JP-8.** To determine discrepancies for JP-8 shipments—

(a) Convert the quantity shipped as shown on the CE Form 19 from liters to gallons to determine if depot conversions are correct.

(b) Convert the quantity received at the customer facility to the quantity the fuel would be at 60 degrees Fahrenheit.

(c) Convert the quantity shown on the vendor's ticket from liters to gallons.

(d) Gauge the storage tank before and after delivery and convert measurements to what the fuel would be in gallons at 60 degrees Fahrenheit.

(e) Compare the amount shipped from the depot (CE Form 19) with the amount measured in tank.

(2) **MOGAS.** For MOGAS delivered by PC&S contract, the meter ticket from a calibrated meter will be used as the certification for the quantity received. Customers will gauge their tanks before and after receipt and report discrepancies of more than 0.5 percent to the PMD.

e. **DFSP Capitalized Fuel Facility Responsibilities.**

(1) DFSP ROs keep copies of DA Form 1687 and unit PBO appointment orders for each customer. DFSP personnel ensure that only authorized individuals are issued fuel.

(2) The PMD provides an authorized customer list (ACL) to all DFSPs. The ACL is the only source for verifying the authorization to receive fuel. DFSPs do not issue fuel to customers not on the ACL without first contacting the PMD and verifying that the customer is authorized. The PMD ESOP provides more information on the ACL.

(3) DFSP ROs will maintain accountability for fuel issued to customers from bulk issue facilities by obtaining a DA Form 2765-1 for each transaction. DFSP personnel will verify signatures on the DA Form 2765-1 against the DA Form 1687 to ensure that only authorized individuals sign for the receipt of fuel. ROs will send—

(a) Original DA Forms 2765-1 to the PMD using a transmittal letter for input in the Defense Fuel Automated Management System and the FES. ROs will keep copies of these documents.

(b) Copies of DA Forms 2765-1 to the customer for posting in the customer's document register.

(4) DFSP ROs conduct reconciliations each month with the PMD to ensure the accuracy and completeness of all transactions.

f. **Financial Accounting Procedures.** Garrisons are charged directly through the FES inter-fund billing process. The non-IFMS electronic fuel keys are coded with the units DoDAAC, Signal Code A and Fund Code AA. The document number DoDAAC is the bill-to DoDAAC.

Figure 4-1

Format for Appointment of a Responsible Officer



SAMPLE MEMORANDUM
DEPARTMENT OF THE ARMY

Unit Name
Unit Number
APO AE XXXXX

AETV-XXX-CO

Date

MEMORANDUM FOR NAME XXX BSB, AETV-XXX-CO, UNIT XXXXX, BOX #, APO AE XXXXX

SUBJECT: Appointment of Responsible Officer

1. Reference.

- a. DOD Manual 4140.25M, Volume II, Chapter 10, Paragraphs B.2
- b. AR 735-5, Policies and Procedures for Property Accountability, 10 June 2002, Paragraph 2-10
- c. AR 710-2, Supply Policy Below the National Level, 25 Feb 2004, Paragraphs 2-36a and 2-37b

2. The following individual is being appointed as a Responsible Officer for the control and management of DESC fuel and fuel keys issued within the 221st BSB:

- a. Name:
- b. Grade:
- c. DODAAC:
- d. Activity Name:
- e. Commercial/DSN Numbers:
- f. Commercial Fax/DSN Numbers:
- g. Email Address:
- h. Mailing Address:

3. The point of contact for additional information is Michael A. MacInerney, DSN 370-8912, fax 370-6295, and e-mail: michael.macinerney@ima-e.army.mil.

BSB Commander's Signature Block

Format for Appointment of a U.S. or Foreign National Employee as a Responsible Officer

Figure 4-1

Figure 4-2

Format for Appointment of Foreign National as a Responsible Officer



SAMPLE MEMORANDUM
DEPARTMENT OF THE ARMY
Unit Name
Unit Number
APO AE XXXXX

AETV-XXX-CO

Date

MEMORANDUM THRU

COMMANDER XXX ASG, AETV-XXX-C, UNIT XXXXX, BOX XXXX, APO AE XXXXX

FOR IMA-E LOGISTICS DIVISION (SFIM-EU-LO, MR. MACINERNEY, BOX 200, APO AE 29353)

SUBJECT: Appointment of Foreign National as a Responsible Officer

1. Reference.

- a. DOD Manual 4140.25M, Volume II, Chapter 10, Paragraphs B.2
- b. AR 735-5, Policies and Procedures for Property Accountability, 10 June 2002, Paragraph 2-10a (5)
- c. AR 710-2, Supply Policy Below the National Level, 25 Feb 2004, Paragraphs 2-36a and 2-37b

2. Request for authorization to appoint the following Foreign National as a Responsible Officer for the control and management of DESC fuel and fuel keys issued within the 221st BSB:

- a. Name:
- b. Grade:
- c. DODAAC:
- d. Activity Name:
- e. Commercial/DSN Number:
- f. Commercial Fax/DSN Number:
- g. Email Address:
- h. Mailing Address:

3. The justification for this request is as follows:

4. The point of contact for additional information is Michael A. MacInerney, DSN 370-8912, fax 370-6295, and e-mail: michael.macinerney@ima-e.army.mil.

Commander's Signature Block

Format for Requesting Authority for Appointment of Foreign National as a Responsible Officer

Figure 4-2

Figure 4-3

**Form for Requesting Equipment Fuel
Keys from IMA-E Logistics Division**

IMA-E LOGISTICS DIVISION

Equipment Fuel Key Request Form

DATE:

[illegible]

Requesting Organization	APC Code	DoDAAC for Fuel Billing

Commercial Mailing Address (For UPS Delivery)

Organization POC:
Signature:
Tel #
Fax #
Email

Form for Requesting Equipment Fuel Keys from IMA-E Logistics Division

Figure 4-3

Figure 4-4

Instructions for Filling out Equipment Fuel Key Request Form

INSTRUCTIONS FOR FILLING OUT EQUIPMENT FUEL KEY REQUEST FORM

1. List gasoline vehicles and equipment first, leave a blank line then all JP-8 vehicles and equipment.
2. Do not make any changes to this form.
3. VEHICLE OR EQUIPMENT ID/LICENSE # -
 - a. Needed for military equipment. Normally found on the data plate. Must be unique.
 - b. For military vehicles recommend using the USA number.
 - c. For other vehicles (IFMS, NAF, etc) enter the license plate number.
 - d. Use a maximum of 8 characters/digits.
4. TYPE VEHICLE OR EQUIPMENT-
 - a. TACT- Any type of tactical military vehicle/equipment
 - b. RENT- Rental/Leased vehicles used for Official Gov't Use Only.
 - c. IFMS- IFMS vehicles
 - d. GOV'T OTHER- Residual fleet/ US Gov't owned vehicles but not tactical vehicle.
 - e. OTHER- Explain in remarks block or on a separate paper.
5. SERIES/MODEL #- The type of vehicle the key is for, i.e. M923 5 ton or a Ford Windstar.
6. MILES/HOURS-
 - a. For vehicles with an odometer enter M or KM and the current mileage or kilometers.
 - b. For other equipment such as generators enter H and the current hours.
7. REMARKS-
 - a. NEW- New vehicle key
 - b. REPLACE- Key is broke or will not work. Return key with the request.
 - c. LOST- If and organization is requesting a replacement key for a lost key a statement needs to be included how the key was lost, what was done to recover it, and what will be done to prevent losses in the future. This statement needs to be signed by the Accountable Officer or his/her designated representative.
 - d. DELETE or TURN IN- Return the keys that need to be cancelled with the form.
8. KEY #- This column will be filled in by the FuelMaster contractor. This will be the number of the key that will be linked with the vehicle ID/license number.
9. REQUESTING ORGANIZATION- Name of the organization.
10. DODAAC for FUEL BILLING- Your unit must have an account with the 200th TDB PMD to charge fuel to. To open an account with PMD call Mr. MacInerney at 370-8912.
11. APC CODE- Account Processing Code
12. COMMERCIAL MAILING ADDRESS- Keys are mailed using United Parcel Service. They will not deliver to an APO address or a post office box. If security levels prevent UPS from entering post, instructions need to be provided how to deliver the keys on a separate sheet of paper. If unit desires to pickup the keys when they are completed enter the words "Unit Pickup". In this case the unit POC will be called and given directions for pickup.
13. POC- Print POC name from the organization and supply signature and contact information.
14. If the organization has any additional questions contact DSN 370-8912

Instructions for Filling out Equipment Fuel Key Request Form

Figure 4-4

Figure 4-5

Format for Fuel Facility Nomination for Capitalization



SAMPLE MEMORANDUM
DEPARTMENT OF THE ARMY
Unit Name
Unit Number
APO AE XXXXX

Office Symbol

Date

MEMORANDUM THRU

COMMANDER XXX ASG, DOL (AETV-XXX-D, MR. SMITH, UNIT NUMBER, BOX #, APO AE XXXXX)
IMA-E LOGISTICS DIVISION (SFIM-EU-LO, MR. MACINERNEY, BOX 200, APO AE 29353)
US ARMY PETROLEUM CENTER, ATTN: MR. CHARLES W. SHIPP, ROOM 0520, 8725 JOHN J KIGMAN RD., STOP 6241, FORT
BELVOIR, VIRGINIA 22060-6241

FOR DEFENSE ENERGY SUPPORT CENTER, 8725 JOHN J KINGMAN RD., SUITE 4950, FORT BELVOIR, VIRGINIA 22060-6222

SUBJECT: Nomination for Phase IIB Capitalization

1. Reference

- a. DOD Manual 4140.25M
- b. AR 735-5, Policies and Procedures for Property Accountability, 10 June 2002
- c. AR 710-2, Supply Policy Below the National Level, 25 Feb 2004

2. The fuel facility identified below is being submitted for Phase IIB Capitalization:

- a. Fuel facility name:
- b. Location (building number, installation name, city):

3. The following enclosures are provided to facilitate the Capitalization process:

- a. Enclosure 1 - Fuel requisitioning DODAAC and all customers, to include corresponding DODAACs, that the fuel facility supports or will support
- b. Enclosure 2 - Responsible Officer Appointment Orders
- c. Enclosure 3 - Logon and Password requests (Operational Data Store (ODS) and Defense Fuel Automated Management System (DFAMS))
- d. Enclosure 4 - Identification of ground fuel products
- e. Enclosure 5 - Facility drawing and real property data

4. The point of contact for additional information is Michael A. MacInerney, DSN 370-8912, fax 370-6295, and e-mail: michael.macinerney@ima-e.army.mil.

4 Encls

Garrison Commander's signature block

- 1. Fuel requisitioning data and customer info
- 2. Responsible Officer Sample Request Memo
- 3. Logon and Password Requests
- 4. Identification of Ground Fuel Products
- 5. Fuel Facility Specifications

SUBJECT: Nomination for Phase IIB Capitalization

Enclosure 1: Fuel requisitioning DODAAC and all customers, to include corresponding DODAACs, that the fuel facility supports or will support.

Fuel Requisitioning Activity

DODAAC	ACTIVITY NAME

Customers the Requisitioning Activity Supports or will Support

[illegible]

Format for Fuel Facility Nomination for Capitalization

Figure 4-5 continued

Office Symbol
SUBJECT: Nomination for Phase IIB Capitalization

Enclosure 2: Responsible Officer Appointment Orders



SAMPLE MEMORANDUM
DEPARTMENT OF THE ARMY
Unit Name
Unit Number
APO AE XXXXX

AETV-XXX-CO

Date

MEMORANDUM FOR NAME XXX BSB, AETV-XXX-CO, UNIT XXXXX, BOX # XXX, APO AE XXXXX

SUBJECT: Appointment of Responsible Officer

1. Reference.

- a. DOD Manual 4140.25M, Volume II, Chapter 10, Paragraphs B.2
- b. AR 735-5, Policies and Procedures for Property Accountability, 10 June 2002, Paragraph 2-10
- c. AR 710-2, Supply Policy Below the National Level, 25 Feb 2004, Paragraphs 2-36a and 2-37b

2. The following individual is being appointed as a Responsible Officer for the control and management of DESC fuel and fuel keys issued within the organization:

- a. Name:
- b. Grade:
- c. DODAAC:
- d. Activity Name:
- e. Commercial/DSN Numbers:
- f. Commercial Fax/DSN Numbers:
- g. Email Address:
- h. Mailing Address:

3. The point of contact for additional information is Michael A. MacInerney, DSN 370-8912, fax 370-6295, and e-mail: michael.macinerney@ima-e.army.mil.

BSB Commander's Signature Block

Format for Fuel Facility Nomination for Capitalization

Figure 4-5 continued

Office Symbol
SUBJECT: Nomination for Phase IIB Capitalization

Enclosure 3: Logon and Password Requests (Operational Data Store (ODS) and Defense Fuel Automated System (DFAMS))

1. Request for Operational Data Store (ODS) Password and User ID - Complete DD Form 2875,
<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo3211.html>

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DELETION <input type="checkbox"/> USER ID			DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. SOCIAL SECURITY NUMBER	
3. ORGANIZATION	4. OFFICE SYMBOL/DEPARTMENT	5. PHONE (DSN or Commercial)	
6. OFFICIAL E-MAIL ADDRESS		7. JOB TITLE AND GRADE/RANK	
8. OFFICIAL MAILING ADDRESS		9. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	
		10. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR	
USER AGREEMENT I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.			
IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)			
11. USER SIGNATURE		12. DATE (YYYYMMDD)	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS			
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER	
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE (YYYYMMDD)	
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE (YYYYMMDD)

DD FORM 2875, MAY 2004 PREVIOUS EDITION IS OBSOLETE. Reset

Format for Fuel Facility Nomination for Capitalization

Figure 4-5 continued

Office Symbol

SUBJECT: Nomination for Phase IIB Capitalization

26a. NAME (Last, First, Middle Initial)		26b. SOCIAL SECURITY NUMBER	
27. OPTIONAL INFORMATION (Additional information)			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION: <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	

DD FORM 2875 (BACK), MAY 2004

Reset

Format for Fuel Facility Nomination for Capitalization

Figure 4-5 continued

Office Symbol
SUBJECT: Nomination for Phase IIB Capitalization

INSTRUCTIONS

The prescribing document is as issued by using DoD Component.

A. PART I: The following information is provided by the user when establishing or modifying their USER ID.

- (1) Name. The last name, first name, and middle initial of the user.
- (2) Social Security Number. The social security number of user.
- (3) Organization. The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).
- (4) Office Symbol/Department. The office symbol within the current organization (i.e. SDI).
- (5) Telephone Number/DSN. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- (6) Official E-mail Address. The user's official e-mail address.
- (7) Job Title/Grade/Rank. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CONT" if user is a contractor.
- (8) Official Mailing Address. The user's official mailing address.
- (9) Citizenship (US, Foreign National, or Other).
- (10) Designation of Person (Military, Civilian, Contractor).

IA. Training and Awareness Certification Requirements. User must indicate if he/she has completed the Annual Information Awareness Training and the date.

(11) User's Signature. User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s).

(12) Date. The date that the user signs the form.

B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor.

(13). Justification for Access. A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.

(14) Type of Access Required: Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)

(15) User Requires Access To: Place an "X" in the appropriate box. Specify category.

(16) Verification of Need to Know. To verify that the user requires access as requested.

(16a) Expiration Date for Access. The user must specify expiration date if less than 1 year.

(17) Supervisor's Name (Print Name). The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required.

(18) Supervisor's Signature. Supervisor's signature is required by the endorser or his/her representative.

(19) Date. Date supervisor signs the form.

(20) Supervisor's Organization/Department. Supervisor's organization and department.

(20a) E-mail Address. Supervisor's e-mail address.

(20b) Phone Number. Supervisor's telephone number.

(21) Signature of Information Owner/OPR. Signature of the functional appointee responsible for approving access to the system being requested.

(21a) Phone Number. Functional appointee telephone number.

(21b) Date. The date the functional appointee signs the DD Form 2875.

(22) Signature of Information Assurance Officer (IAO) or Appointee. Signature of the IAO or Appointee of the office responsible for approving access to the system being requested.

(23) Organization/Department. IAO's organization and department.

(24) Phone Number. IAO's telephone number.

(25) Date. The date IAO signs the DD Form 2875.

(27) Optional Information. This item is intended to add additional information, as required.

C. PART III: Certification of Background Investigation or Clearance.

(28) Type of Investigation. The user's last type of background investigation (i.e., NAC, NACL, or SSBI).

(28a) Date of Investigation. Date of last investigation.

(28b) Clearance Level. The user's current security clearance level (Secret or Top Secret).

(28c) IT Level Designation. The user's IT designation (Level I, Level II, or Level III).

(29) Verified By. The Security Manager or representative prints his/her name to indicate that the above clearance and investigation information has been verified.

(30) Security Manager Telephone Number. The telephone number of the Security Manager or his/her representative.

(31) Security Manager Signature. The Security Manager or his/her representative indicates that the above clearance and investigation information has been verified.

(32) Date. The date that the form was signed by the Security Manager or his/her representative.

D. PART IV: This information is site specific and can be customized by either the DoD, functional activity, or the customer with approval of the DoD. This information will specifically identify the access required by the user.

E. DISPOSITION OF FORM:

TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be protected as such.

FILING: Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DoD or by the Customer's IAO. Recommend file be maintained by IAO adding the user to the system.

DD FORM 2875 INSTRUCTIONS, MAY 2004

Format for Fuel Facility Nomination for Capitalization

Figure 4-5 continued

Office Symbol

SUBJECT: Nomination for Phase IIB Capitalization

2. Request for DFAMS Logon and Password

Last Name	
First Name	
Middle Initial	
Military Rank or Civil Service Grade	
Office Symbol	
Commercial Phone Number	
DSN Phone Number	
Social Security Number	
Requestor's Supervisor	
Requestor's Supervisor's E-Mail Address	
Military Service	U.S. Army
Business Address	

Format for Fuel Facility Nomination for Capitalization

Figure 4-5 continued

Enclosure 4: Identification of Ground Fuel Products. In Europe convert these quantities to liters.

1. Fuel that station currently dispenses

- a. JP-8
- b. MOGAS

2. Present Usage

- a. JP-8
- b. MOGAS

3. Future anticipated usage

- b. JP-8
- c. MOGAS

4. DETERMINING CUSTOMER FUEL SUPPORT REQUIREMENTS FOR NORMAL OPERATIONS: In USAREUR capacities are in liters. Obtain training requirements from supported customer prior to start of fiscal year.

FUEL TYPE: JP8		
(A) Type of Vehicle	(B) Tank Capacity of one vehicle	Total Tank Capacity (A x B)

FUEL TYPE: MOGAS		
(A) Type of Vehicle	(B) Tank Capacity of one vehicle	Total Tank Capacity (A x B)

FUEL TYPE: OTHER (Identify Specific Fuel)		
(A) Type of Vehicle	(B) Tank Capacity of one vehicle	Total Tank Capacity (A x B)

Format for Fuel Facility Nomination for Capitalization

Figure 4-5 continued

Office Symbol
SUBJECT: Nomination for Phase IIB Capitalization

Enclosure 5: Fuel Facility Specifications, Drawings, and Real Property Information

1. Facility Equipment Size, Capacity, and Description.

a. Fuel Storage Tanks

Tank #	TANK CAPACITY	FUEL TYPE	REMARKS

b. Fuel Pumps

PUMP TYPE	FUEL TYPE	REMARKS

2. Pipelines.

a. JP-8

DESCRIPTION	REMARKS

b. MOGAS

DESCRIPTION	REMARKS

3. Rail Equipment

a. JP-8

b. MOGAS

4. Other equipment and buildings.

5. Include drawings and real property data from the Garrison Directorate of Public Works (DPW).

Figure 4-6